

**MINUTES / ACTIONS**

**STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,
MAY 6, 2014 HAS BEEN CANCELLED**

AGENDA

STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, MAY 7, 2014
9:00 A.M.

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:09 A.M. ON WEDNESDAY, MAY 7, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, COMMISSIONERS D. SCOTT HUGHES, G. LEE GRIFFIN, C. PETE FREMIN, AND SIDNEY TOBIAS. VICE-CHAIRMAN JOHN MCLURE AND COMMISSIONER RONALD CARRERE WERE ABSENT.

- Opportunity for Public Comment (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Resolution to express gratitude and appreciation to all state classified employees for their outstanding service to the citizens of Louisiana. **THE RESOLUTION WAS ADOPTED BY THE COMMISSION AS WRITTEN.**
- 2) Request of the Louisiana Association for Training & Organizational Development (LATOD), the non-profit public interest organization seat on the Comprehensive Public Training Program (CPTP) Policy Board, to appoint Lilibeth Lavinghouse to serve as the LATOD appointed representative on the CPTP Policy Board pursuant to R.S. 42:1261. **State Civil Service recommends approval. THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of the Louisiana Public Defender Board to establish an Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective May 7, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 4) Request of State Civil Service to ratify the interim approval of a layoff avoidance measure for Louisiana Emergency Response Network, in accordance with State Civil Service Rule 17.6, which was submitted after October 1, 2013. **State Civil Service recommends ratification of the Director's interim approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**

- 5) Request of State Civil Service to ratify the interim approval of a layoff avoidance measure for Louisiana Developmental Disabilities Council, in accordance with State Civil Service Rule 17.6, which was submitted after October 1, 2013. **State Civil Service recommends ratification of the Director's interim approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 6) Consideration of the Minutes of the Commission Meeting held on April 2, 2014. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 7) Report on Evaluation Reports Issued
- Human Resources Evaluation Reports:**
- Louisiana State Board of Medical Examiners
 - Teachers' Retirement System of Louisiana
- (Appearance by Melinda Robert of the Department of Civil Service.) **REPORT WAS PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
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SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, MAY 7, 2014

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 8) Request of State Civil Service to approve an Optional Pay Adjustment policy addendum for agencies to attach to existing approved optional pay policies, under the provisions of State Civil Service Rule 6.16.2, from April 2, 2014 through April 1, 2017. **State Civil Service defers to the Commission.** **THE COMMISSION GRANTED THE REQUEST.**
- 9) Request of Louisiana Schools for the Deaf and Visually Impaired to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective May 7, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 10) Request of the Board of Practical Nurse Examiners for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 160 hours to be worked within the 12-month appointment period, for Amanda M. Hymel in the Classified WAE position Administrative Coordinator 2, effective May 7, 2014. **State Civil Service recommends approval. This approval is for additional hours effective May 7, 2014 and does not cover any hours worked over 1245 prior to this date.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.**
- 11) Request for Commission approval of Suspension Pending Criminal Proceedings of Delrice Augustus by the Department of Children and Family Services. **THE COMMISSION GRANTED THE REQUEST OF THE AGENCY.**

- 12) Request of the Department of Revenue to amend its Premium Pay policy, for all hours worked, for employees who answer phone calls for the Automatic Call Distributor, in accordance with State Civil Service Rule 6.16(a), effective May 7, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 13) Request of the Department of Health and Hospitals, Office of Public Health to establish a Special Entrance Rate for Engineer Intern Applicant job titles in accordance with State Civil Service Rule 6.5(b), effective May 7, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 14) Request of the Department of Transportation and Development to amend its Comprehensive Pay policy in accordance with State Civil Service Rules 6.16(a), 6.16(d), and 6.16.2, effective May 7, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
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- Director's Report

- **DIRECTOR SHANNON TEMPLET INFORMED THE COMMISSION OF DISCUSSIONS THE DEPARTMENT HAS HAD WITH AGENCIES OVER THE PAST YEAR REGARDING CAREER FIELD 9999.**
 - **CHRIS DEER AND BRANDY BOLTON OF THE COMPENSATION DIVISION PRESENTED THE DETAILS AND FINDINGS OF THE ABOVE MENTIONED DISCUSSIONS.**
 - **DEPUTY DIRECTOR BYRON P. DECOTEAU, JR. INFORMED THE COMMISSION THAT THE PROPOSED CHANGES TO CAREER FIELD 9999 WOULD REQUIRE CHANGES TO STATE CIVIL SERVICE RULES IN CHAPTER 17 AND REQUESTED APPROVAL TO PROMULGATE AND PUBLISH THE PROPOSED CHANGES AND SCHEDULE TO BE CONSIDERED AT THE JUNE COMMISSION MEETING.**
 - **THE COMMISSION APPROVED THE PROMULGATION OF PROPOSED CHANGES TO CHAPTER 17.**
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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:43 A.M. ON WEDNESDAY, MAY 7, 2014.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN